

## Creating Labels from a Tab Delimited Word Data File (Using Windows 2000)

Go to the Department of Education website: <http://www.doe.virginia.gov>

Click **Educational Directory**.

From the drop down menu select **Tab Delimited Files**.

Open the desired file.

Click **File**.

Click **Save as**.

For *Save as Type* select **Text File (\*.txt)**.

Click **Save**.

Open **Word**.

Open the file you just saved.

Look at the file format to determine which fields you want in your labels and write them down.

Highlight from the first line

of equal (=) marks to the 2nd line of equal (=) marks just before the first actual data record. Press **Delete**.

**Note:** At this point you can edit your file to remove any unwanted data records.

Type: **Ctrl A**

Click **Table**.

Click **Convert** and select **Text to Table**.

In the '*Convert Text to Table*' box, under *Separate text at*, radio the **Tabs** button.

(Depending of the file you have selected, this may take several seconds).

Click **OK**.

Type: **Ctrl Home** to return to the top of the file.

Click **Table**

From the drop down menu select **Insert**.

From this drop down menu select **Rows Above**.

Assign and enter a field name into each of the fields in the newly inserted row.

Click **File**.

Click **Save as**.

Click on the button to the right of *Save as type* and select **Word Document**. The file will be saved with a .doc extension.

Click **Save**.

Click **Tools**.

Click **Mail Merge**.

Click **Create**.

Click **Mailing Labels**.

Click **New Main Document**.

Click **Get Data**.

Click **Open Data Source**.

In the '*Open Data Source*' box, highlight the file you just saved as a Word document (\*.doc).

Click **Open**.

Click **Set Up Main Document**.

In the '*Label Options*' box, select Printer information, Tray, Label Products, and Product Number of your choice (we normally use Avery Labels # 5160).

Click **OK**.

In the '*Create Labels*' box, click **Insert Merge Field**.

Select each field you wish to print on your label (refer to the field names you recorded).

Press **Enter** after each selection. When you've completed you selections, click **OK**.

In the '*Mail Merge Helper*' box, click **Merge**.

Click **Merge**.

Wait until the data has been processed (may be up to a minute). Print your labels.